



Statement of Commitment and Understanding

As a volunteer of the Department of Veterans Affairs (VA), I am committed to safeguarding the personal information that veterans and their families have entrusted to the Department. I am also committed to safeguarding the personal information which VA employees and applicants have provided.

I will contact the Chief, the Voluntary Services department, local Privacy Officer, or Information Security Officer when I am unsure of the appropriate protocol to gather, create, maintain, use, disclose, or dispose of information about veterans and their families, VA employees and applicants.

- Ensure documents containing private health information (PHI), or individually identifiable information (III) are put in the recycle bins and not trash receptacles.
- Check fax and copying machines to ensure that documents containing PHI or III are not left there.
- Do not discuss patients' issues with friends, co-workers, or others who do not have a need to know.
- Log off the computer before walking away.
- Wear name badge at all times while volunteering.
- Know the Privacy Officer – Joseph Boateng x7087.
- Know the Information Security Officer – Sheila Ervin x7205.
- Alert your supervisor of apparent privacy and/or security violations.
- Feel free to contact the privacy and/or security officer.

I understand that if I fail to comply with applicable confidentiality statutes and regulations, I may be subject to civil and criminal penalties, including fines and removal, for violation of applicable confidentiality and security statutes, regulations and policies.

I certify that I have read the information above and am committed to safeguarding personal information about veterans and their families, VA employees, and applicants.

Print Name

Signature

Date